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# Employment and Training Specialist – Migrant Specialist - Madison Call Center

Employment and Training Division

Printable Job Announcement

## Deadline

October 21, 2016

## Introduction

This is a transfer opportunity within the Division of Employment and Training, Job Service Bureau. In order to be considered, you must be in a position that is in schedule/range 12-64, or in a counterpart schedule and pay range. Employees in higher pay schedules/ranges will be considered as a demotion.

Employees in an LTE or Project 05 appointment are not eligible for consideration.

Please contact Alexandra Camarao at [ACCJobs@dwd.wi.gov](mailto:ACCJobs@dwd.wi.gov) or at 608-266-9311 if you are not sure of your eligibility for consideration.

The position will be state-wide with the emphasis of the northern part of the state.

## Job Duties

This position provides quality customer service to job seekers state-wide with the emphasis in the northern part of the state, and is responsible for administering and enforcing the state migrant labor law which includes: migrant housing inspections, field sanitation inspections, farm labor contractor registration, work agreement review, and conducting complaint investigations. May participate as an expert witness in court proceeding as necessary.

Regular travel will be expected as a part of this position.

## Required Knowledge, Skills and Abilities

This position requires effective oral and written communication skills in both English and Spanish.

Must also be able to:

- effectively interact with diverse customers
- deal with difficult situations calmly and with tact.
- interpret state and federal migrant labor laws.
- travel throughout the assigned area.
- plan and organize work.
- investigate complaints and resolve conflicts.

## Background Check

Due to the nature of this position, a criminal background check will be conducted prior to making an offer of employment.

## How to Apply

Please e-mail a resume and cover letter to Alexandra Camarao no later than 11:59 p.m. on **October 21, 2016**. Your resume and cover letter should describe your training and experience related to the job duties and knowledge, skills and abilities required for this position. Please include your classification title in your application materials. Applicants not eligible for transfer or demotion will not be considered.

Questions regarding the position may be addressed to Christine Goslawski at [CMGJobs@dwd.wi.gov](mailto:CMGJobs@dwd.wi.gov) or 608-266-8332.